

## **SHAWBURY PARISH COUNCIL – CCTV PROTOCOL**

### **PURPOSE OF SYSTEM**

The purpose of the CCTV Surveillance and Record System is to monitor activity in and around the Council Car Park. The System has a Record and Replay capability recorded data is stored for approximately 30 days and may be digitally exported if required. Any recorded data showing acts of suspected criminal activity, vandalism, anti-social behaviour or other unacceptable activities may be exported to removable media and handed to the appropriate authorities for further action.

### **SYSTEM DETAILS**

The camera is fixed to a streetlight in the Council Car Park with the approval of the Diocese which owns the land. Planning approval was sought and obtained.

The camera moves on a pre-programmed route covering the Car Parks, Village hall, Recreation Ground and sections of Church Street.

The camera is linked (via a dedicated Microwave link) to a server and flat screen monitor housed in a locked cabinet in the Village Hall (an annual fee of £250 is paid to the Village Hall Committee for this facility).

The equipment was supplied by ORP Ltd, West Bulthy, Welshpool, SY21 8ER. There is a maintenance agreement with the same company. Contact: 01743 884765 or 07976 878796 email [info@orpccctv.com](mailto:info@orpccctv.com).

### **OWNERSHIP**

The System is owned and managed by Shawbury Parish Council. Data handling and support should be in accordance with latest advice from the Information Commissioner's Office<sup>1</sup>. Additional advice can be requested from: Paul Clark (CCTV Monitoring Centre Supervisor, Work 01743 271606, Mobile 07990 085302 email [paul.clark@shropshire.gov.uk](mailto:paul.clark@shropshire.gov.uk) )

### **SYSTEM CHECKING**

The System should be accessed and checked fortnightly in accordance with advice provided by ORP Ltd.

### **DATA EXPORT**

If a request is made to view or access data from the CCTV system (such a request may be received from the Police, fellow councillors or another body that is approved by the Parish Council) a councillor, authorised by Shawbury Parish Council, will access the system and if appropriate transfer data to a 3<sup>rd</sup> Party. Should this occur details are to be entered on the Request and Viewing Information Log held in the CCTV Cabinet.

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<sup>1</sup> Latest Version 1.2 dated 20170609